

Selectman Responsibilities

SELECTMEN RESPONSIBILITIES

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
4.1.a.	BoS prepares the report of the BoS for the Annual Town Report	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
4.3.	Boards and others file their annual reports with BoS by Sept 1	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
4.4.	BoS prepares Annual Town Report and disseminates it	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
4.5.	BoS may agree to include annual reports of subcommittees and study committees in Annual Town Report	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
5.6.a.i. and 5.6.b.	BoS is authorized to accept gifts of \$ and tangible personal property on behalf of the Town	This is the current procedure	Scope and responsibility stays the same	
5.6.a.iv.	BoS must approve/disapprove gifts of \$ and tangible personal property for conservation and parkland purposes accepted by the NRC	This is the current procedure	Scope and responsibility stays the same	
5.6.a.v.	Gifts of real estate may be accepted by Town Meeting only on recommendation of BoS	This is the current procedure	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
6.5.	Any board that creates "advisory committees" shall give written notice of the creation and names/addresses to BoS and Town Clerk	BoS delegates this responsibility to staff within its office	Scope and responsibility stays the same	
6.16.	All boards must submit capital budgets to BoS 90 days before start of ATM	Capital budgets are submitted within this timeframe	See separate Budget Memo	
6.17.	Conflict of Interest: BoS shall determine whether a Board member or Town employee may sell materials or supplies to the Town or receive any compensation for work done for the town	Questions of this type are referred to Town Counsel	Scope and responsibility stays the same	
6.18.	BoS determines which town employees need to be bonded and in what amount	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
7.2.	Vacancy on BoS to be filled by special election under conditions set out in MGL ch. 41, section 10	This is the current procedure	No change is proposed	
7.3.	Procedure for filling vacancy before term expires on elected boards . BoS and board with vacancy appoint a successor or special election is held. MGL ch. 41, sections 10 and 11.	This is the current procedure	No change is proposed	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
7.3.	Procedure for filling vacancy before term expires in position of Town Clerk. MGL ch. 41, section 14.	This is the current procedure	Position of Town Clerk to be appointed by Town Manager rather than being elected.	
8.2.	BoS set date of annual Town election in years of presidential primaries.	This is the current procedure	Scope and responsibility stays the same	
8.3.	Procedure for BoS setting date of Town elections.	This is the current procedure	Scope and responsibility stays the same	
8.6.	BoS sets time and place for Annual Town Meeting which must occur no earlier than the last Monday in March and no later than the last day of May.	This is the current procedure	BoS to set time and place for Annual Town Meeting by November 15 of the year before the ATM	
8.10.	Requirements set out on BoS for giving notice, publishing warrant on website and posting warrant	This is the current procedure	Scope and responsibility stays the same	
8.11.	Requirements set out on BoS for calling a Special Town Meeting.	This is current procedure	Scope and responsibility stays the same	
8.12.	Requirements placed on BoS for inserting articles into Warrant for Town Meetings	This is current procedure	Scope and responsibility stays the same	
8.13.	Requirements placed on BoS for providing date when motions are due in its office, for disseminating copies of motions to others	BoS delegates this responsibility to staff within its office	Scope and responsibility stays the same	
11.8.	BoS must send out copy of AC report to each resident who requests one.	BoS delegates this responsibility to the Town Clerk's office.	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
12.1.	BoS appoints 1 member of Sustainable Energy Com who is a Selectman or BoS employee and 4 other residents	This is the current procedure	Scope and responsibility stays the same	
12.6.	BoS approves budget of SEC; presents it to AC and presents motion to Town Meeting	This is the current procedure	Scope and responsibility stays the same	
13.3.	The Audit Committee may direct, with the approval of the BoS, audits of the financial statements of the Town in additional the FY end audit.	This is the current procedure	Scope and responsibility stays the same	
16.1.	BoS appoints 12 members of Celebrations Committee(CC)	This is the current procedure	Scope and responsibility stays the same	
16.3.	BoS shall designate events to carry out a proper observance of a Veterans' Celebration	BoS delegates this responsibility to Veterans' Dept.	Scope and responsibility stays the same	
16.4.	BoS approves budget prepared by CC; presents it to AC and presents motion to Town Meeting	BoS office prepares budget	See separate Budget Memo	
17.1.	BoS appoints 7 members of Historical Commission	This is the current procedure	Scope and responsibility stays the same	
17.4.	BoS approves budget of Historical Commission; presents it to AC and presents motion to Town Meeting	BoS office prepares budget	See separate Budget Memo	
18.1.	BoS appoints 7 members of Historic District Commission	This is the current procedure	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
19.3.	BoS is Town's chief executive board of the Town and shall "oversee all matters affecting the interest and welfare of the Town ... not specifically delegated by law to any other board or office."	This is the current procedure	Under the special legislation creating the position of Town Manager, the BoS will delegate some of their responsibilities, such as HR functions, signing warrants, etc. See separate memo on BoS/Town Manager.	
19.4.	BoS are ex officiis War Memorial Scholarship Fund Trustees	This is the current procedure	Scope and responsibility stays the same	
19.5.	Capital Budget process set forth	See separate budget memo	See separate Budget Memo	
19.5.3.	BoS, after consultation with ED, sets guidelines and criteria for investment of Town funds and reporting thereon	This is the current procedure	Scope and responsibility stays the same. "Town Manager" substituted for ED	
19.7.	Various appointments by BoS	This is the current procedure	Town Manager, rather than BoS, to appoint [Police, Fire Chiefs], Sealer of Weights and Measures, Public Weighers, Inspector of Wires and Gas, Building Inspector.	Note that Cable Television Committee needs to be deleted; Wellesley Cable Access Board is now Wellesley Media Corp.; and appointment of members of Sustainable Energy Com (5), Retirement Board (1) and Housing Development Corp by BoS need to be added.
19.8.	BoS to encourage and facilitate close communication and cooperation among boards and staff	This is the current procedure	BoS will share this responsibility with Town Manager	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
19.9.	BoS has authority to investigate conduct and operation of any Town dept and can publish a report upon completion (MGL c. 41, section 23B)	This is the current procedure	BoS will share this responsibility with Town Manager	
19.10.	Appearance before any committee of General Court and others by BoS personally, by counsel or by designee	This is the current procedure	Scope and responsibility stays the same	
19.11.	BoS authority to institute, prosecute, compromise claims	This is the current procedure	Scope and responsibility stays the same	
19.12.	BoS to oversee implementation of all actions of Town Meeting	BoS delegates this responsibility to staff within its office	This responsibility will shift to Town Manager	
19.13.	BoS responsible for enforcement of all bylaws and regs of the Town	Bos delegates this responsibility to staff within its office	This responsibility will shift to Town Manager	
19.14.	BoS responsible for periodic review of bylaws and structure and functioning of Town govt and for recommendations thereon.	This responsibility is currently shared by BoS and staff within BoS office	This responsibility will shift to Town Manager.	
19.15.	BoS supervises those boards and depts appointed by them and shall recommend and present their budgets to AC and Town Meeting	Bos delegates this responsibility to staff within its office	This responsibility will shift to Town Manager	
19.16.	Provisions for TWFP	Bos delegates this responsibility to staff within its office	See separate Budget Memo	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
19.17.	BoS approves all bills before payment by the Treasurer	This is current procedure	This responsibility will shift to Town Manager	
19.18.	BoS establishes a system to be administered by ED for action on citizen complaints and requests for services	Bos delegates this responsibility to staff within its office	This responsibility will shift to Town Manager	
19.19.	BoS will be licensing board for Town	This is the current procedure	No change is proposed	Discussion needed. BoS might delegate certain licensing responsibilities to TM, including one day liquor licenses but excluding any other liquor license matters.
19.20.	BoS assigns house numbers	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
19.21.	BoS responsibility for assessment of municipal lien charges for encroachments on town-owned land	This is the current procedure	Scope and responsibility stays the same	
19.31.	BoS appoints Executive Dir.	This is the current procedure	BoS will appoint the Town Manager	
19.42.	BoS approves any contract that ED elects to enter into with Finance Director for employment.	This is the current procedure	Town Manager will appoint the Finance Director subject to BoS approval.	
19.42.i.	Financial reporting requirements to be made by Finance Director to BoS	This is the current procedure	Requirements will include the TM in addition to BoS	
19.43.b.	Treasurer may initiate legal action to collect overdue funds payable to Town with assistance of ED and approval of BoS	This is the current procedure	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
19.43.c.	Delivery of notice to BoS and other boards of taking of land for non-payment of taxes	This is the current procedure	Delivery of notice shall also include TM.	
19.43.d.	Treasurer's responsibility for investments set out by BoS guidelines	This is the current procedure	Scope and responsibility stays the same	See also Bylaw 19.5.3. above
19.43.e.(IV)	BoS may waive certain suspension and revocation of licences for failure to pay taxes, fees, etc.	This is the current procedure	Scope and responsibility stays the same	
19.46.	Town Accountant will prepare warrant (or "order") for payment of bills to be approved by BoS	This is the current procedure	The approval for payment will shift to Town Manager	See bylaw 19.17. above
19.51.	BoS is responsible for calling Town Meetings and taking all actions relative to Town Meetings required by law and by Article 8	This is the current procedure	Scope and responsibility stays the same	See above for Article 8 responsibilities
20.1.	BoS appoints 7 members of the Telecommuincatons Advisory Committee	Committee no longer functions	Committee no longer functions	Bylaw should be deleted at some point.
20A.2.	BoS appoints 3 members of Wellesley Media Corp (formerly known as Wellesley Cable Access Corp)	This is the current procedure	Scope and responsibility stays the same	
20A.3.	Wellesley Media to work with BoS and others to promote prodcuton of local programming	This is the current procedure	see comment	Wellesley Media bylaw needs to be rewritten to reflect current practices. This is outside scope of work for TGSC at this time.
20A.4.	BoS to receive annual report of Wellesley Media Corp	This is the current procedure	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
Article 21	Police Department		pending	
Article 22	Fire Department		pending	
23.1.	BoS appointments of Inspectors of Wire, Gas, and Buildings and Sealer of Weights and Measures and Building Inspector appoints Inspector of Plumbing (who may also be the Inspector of Gas)	This is the current procedure re. BoS appointments. The BoS also appoints the Inspector of Plumbing.	The responsibility for these appointments, including the Inspector of Plumbing, will shift to Town Manager	See also Bylaws 19.7.12,16,17 and 18
24.3.	ED appoints Director of FMD subject to approval of BoS and the Director shall appoint staff in the dept subject to approval of ED	This is the current procedure	The appointment of the Director of the FMD will shift to Town Manager with consultation with BoS. Appointment of staff by Director will be subject to approval of Town Manager	See also Bylaw 19.33.
24.4.	FMD budget subject to approval of BoS who will present it to AC and to Town Meeting	This is current procedure	The BoS will vote on FMD budget. Responsibility for presenting it to AC and to Town Meeting shall shift to Town Manager.	
Article 25	Provisions for Town Counsel: appointment, removal, reporting requirements and approval required of BoS	This is the current procedure	Scope and responsibility stays the same	
Article 26	Town Clerk provisions include furnishing all motions and report on all actions taken on all articles at Town Meeting	This is the current procedure	Scope and responsibility stays the same	See also Bylaw 24.3.9.

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
Article 27	3 members of Board of Registrars of Voters appointed by BoS	This is the current procedure	Scope and responsibility stays the same	
28.1.	2 members of MLP apptd by BoS	This is current procedure	Although this may stay the same, BoS may also appoint the other 3 members by virtue of appointing the BPW	See also Bylaw 19.7.27.
28.6.	MLP shall seek advice of BoS and others before making changes to its mission statement and its policies.	This currently does not occur.	Since it is not current practice now, presumably it will not change under a TM	This bylaw should be reviewed at some future time for relevance.
29.1.	Three member elected BPW	This is the current provision	Proposal to change to an appointed BPW by BoS	Will also need to change 19.7 on BoS appointments
30.12.	The Selectmen may direct the HR Board to act as collective bargaining agent for any non-school Board	This is the current procedure	TM should have approval and supervision over CB process.	
32.1.	BoS appoints one person to the Retirement Board	This is the current procedure	Scope and responsibility stays the same	Note that the appointment of one member of Retirement Board needs to be added to 19.7.
33.1.	BoS appoints 11 person Council on Aging	This is the current procedure	Scope and responsibility stays the same	Note that the COA wants to reduce the size of the board to 7 members. A bylaw amendment is necessary. Beyond the scope of TGSC now.
33.5.	Budget of Council on Aging subject to approval of BoS; BoS presents it to AC and to Town Meeting	This is the current procedure	This responsibility will shift to Town Manager	
34.1.	Three member elected Board of Health	This is the current procedure	Proposal to change to an appointed BoH by BoS	Will also need to change 19.7 on BoS appointments

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
35.8.	Wellesley Housing Authority shall report annually to BoS and others on its activities, receipts and expenditures	Uncertain whether this happens now.	Scope and responsibility stays the same	
39.3.	The BoS appoints the Director of Veterans' Services	This is the current procedure	This responsibility will shift to Town Manager	Bylaw 19.7.10. will have to be changed
39.4.	BoS may appoint a 5 member advisory board for the department	This is the current bylaw; the BoS have not exercised this authority to appoint such an advisory board	Scope and responsibility stays the same	
39.5.	The Bos appoints the Veterans' Grave Officer	This is the current procedure	Shall this be changed to appointment by Town Manager?	Bylaw 19.7.11. may have to be changed if Town Manager makes the appointment
39.6.	Veterans' Department budget subject to approval by BoS who presents budget to AC and to Town Meeting	This is the current procedure	This responsibility will shift to Town Manager	
40.1.	BoS shall appoint 7 member Youth Commission	This is the current procedure	Scope and responsibility stays the same	
40.3.a.	BoS approves programs of Youth Commission	Not sure if this is current process	Scope and responsibility stays the same	
40.5.	Youth Commission budget subject to approval by BoS who presents budget to AC and to Town Meeting	This is the current procedure	This responsibility will shift to Town Manager	
41.1.	BoS shall appoint 3 member Board of Appeals	In addition to the 3 member board , BoS also appoints 3 alternate members	Scope and responsibility stays the same	
42.1.	Three member elected Board of Assessors	This is the current procedure	Proposal to change to an appointed BoA by BoS	Will also need to change 19.7 on BoS appointments

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
45.1.	BoS shall appoint an associate member of the Planning Board in joint session with Planning Board	This is the current procedure, although there has not been an alternate member for some time	Scope and responsibility stays the same	
46A.3.(b)	BoS may initiate designation of a Neighborhood Conservation District	This is the current procedure.	Scope and responsibility stays the same	
46A.3.(i)	BoS may propose amendments to geographical boundaries or dissolutions of Neighborhood Conservation Districts	This is the current procedure.	Scope and responsibility stays the same	
47.2.	Dog Officer apptd by BoS	This is the current procedure	Chief of Police should appoint subject to approval of TM/BoS. Position should be changed to "Animal Control Officer"	
47.3.	BoS shall establish fees for dog licenses	This is the current procedure	Scope and responsibility stays the same	
47.5.	BoS shall adopt and publish policies and procedures for enforcement	This is the current procedure	Scope and responsibility stays the same	
47.9.	BoS to post notice of impoundment of miscreant dogs	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
47.10.	BoS retain powers of dog officers under General Laws	This is the current procedure	Uncertain whether this should change	
49.2.	BoS supervises use of public ways and places	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
49.2A.	BoS regulates vending machines in public places	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
49.2B.	BoS regulates hours of operation for retail businesses	This is the current procedure	Scope and responsibility stays the same	
49.2C.	BoS regulates preparation and retail sale of food or beverage	This is the current procedure	Scope and responsibility stays the same	
49.11A.	BoS shall enforce provisions relating to removal and replacement of utility poles	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
49.20.	BoS regulates licenses for vehicles for hire	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
49.21.	BoS regulates licenses for junk dealers	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
49.23.	BoS shall determine "clearance areas" at intersections of public/private streets/ways	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
49.28.	BoS shall enact regulations for electric/mechanical police alarm devices	BoS delegates this responsibility to the Police Dept.	Scope and responsibility stays the same	
49.33.	BoS regulates for "hawkers and peddlers"	BoS delegates this responsibility to the Police Dept.	Scope and responsibility stays the same	
50.12.	BoS collects parking fees in Town Lots	BoS contracts out this responsibility	Scope and responsibility stays the same	
50.15.	BoS responsible for parking lot policies and procedures	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
50.3.	BoS regulates parking meters in municipal parking lots	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
50.5.	BoS responsible for maintenance and repair of parking meters	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
50.6.	BoS responsible for setting time limits for parking meters	Bos delegates this responsibility to staff within its office	Scope and responsibility stays the same	
50.7.	BoS sets parking fees	This is the current procedure	Scope and responsibility stays the same	
Ch. 202 of the Acts of 1932, as amended				
2A.	BoS reviews and may change precinct boundaries every 5 years	This is the current procedure	Scope and responsibility stays the same	
Section 3	BoS establishes time and place of holding elections	This is the current procedure	Scope and responsibility stays the same	
Other Bylaws that could be amended				
6.2.	Each board is responsible for adopting policies and procedures involved in the full orientation of new members to their duties and responsibilities, etc.	This is the current procedure for elected boards but currently there is no orientation for appointed boards	Shall we modify bylaw to clarify that it applies to elected AND appointed boards and to provide that Town Clerk or Town Manager shall be responsible for conducting orientation of new members to Townwide issues such as Open Meeting Law, minutes, etc.?	

Selectman Responsibilities

Bylaw Provision	Description	Current Practice	Recommended Change	Comment
4.6.	Those responsible for entering into contracts shall submit a report of such contracts to Town Clerk who must make the reports available and must place copies in the WFL	Currently the report of the contracts is sent to the Finance Director. Copies are not placed in WFL.	This bylaw should be amended at some point.	